

MAJOR QUESTIONS

Action
Office

Personnel Related

42. What affect has publicity in the past year had on the Agency's ability to recruit new personnel?

DDA *OP*

45. What is the status of CIARDS, its future, its viability, its relation to Civil Service? Why is there a budget schedule for CIARDS in the Federal Budget this year?

DDA *OP*

46. What mechanisms do you employ in the different directorates periodically to identify marginal performers and separate those whose performance cannot be improved?

All *OP, etc.*
Directorates

47. What is the true cost (including trainee salaries) of training in CIA? Why should it be so high?

DDA *OP, etc.*

Information Processing and ADP

48. What steps are being taken to assure good cost/effectiveness in IP&E and ADP use?

DDS&T *OP, etc.*
DDA
DDO

Management Related

STATINTL



DDA *OP*

54. What are the Agency's principal real estate holdings and what purpose does each serve? Can some holdings or site functions be consolidated and made more cost/effective?

DDA *OP*

55. What effect has inflation had on the Agency's operational capabilities?

All *OP, etc.*
Directorates
and Comptroller

Example Format

TAB B

QUESTION. COVERT ACTION -- DECLINE AND COMPARISON

To what extent has covert action declined in recent years and what is the current level of effort? How do the covert activities in the 1977 program plan compare with those of 1976?

ANSWER. Covert Action has etc. (answer double spaced)

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As you know, a House Appropriation Committee investigative team is now being formed and will examine this subject during their tenure with our Office of Communications.

27 January, 1976

QUESTION.

What effect has inflation had on the Agency's operational capabilities?

ANSWER. In recent years the Office of Communications has introduced modern technology into the communications network resulting in considerable savings of manpower and higher levels of productivity and efficiency. For example, productivity in terms of message handling has increased 50% since 1966. In terms of constant dollars OC's budget has declined approximately 13% from 1967 to 1975. It is unfortunate that the significant savings realized from the adoption of new techniques are not visible as inflation has outpaced the results achieved. The high inflation rates experienced in the past several years have caused current dollar increases instead of decreases in the OC budget and have caused postponement of certain desirable programs. In this category are the expansion of the Agency Secure Voice system, implementation of the [REDACTED]

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Administrative - Internal Use Only

QUESTION: ADP-COST EFFECTIVENESS

What steps are being taken to assure good cost/effectiveness in IP&E and ADP use?

ANSWER:

A number of steps have been taken to assure good cost effectiveness in the use of ADP:

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- A Headquarters Regulation, [REDACTED] Automatic Data Processing Management and Administration, has been published which defines the roles of various offices concerned with the establishment of ADP requirements and the review, approval and implementation of ADP systems to satisfy such requirements.

- A handbook, "Guidelines for the Preparation of Specifications, Selection and Acquisition of ADP Systems," has been published which describes the practices and procedures for ADP procurement that are necessary to comply with Federal Property Management Regulations published by GSA.

- ADP Control Officers have been established in each Directorate and Office as a focal point for the management of ADP matters.

- Feasibility studies and cost estimates are made for computer services requested of the central ADP service organization, the Office of Joint Computer Support, before actions are taken to implement such services.

- Monthly Project Activity Reports are produced to show each Office Director the cost of ADP services provided for his projects.

- Towards the end of FY 1975 and early in FY 1976 OJCS negotiated the purchase of certain installed computer equipment and new computer systems which were to be installed in FY 1976 and FY 1977. These contracts provided significant savings over rental; permitted purchase of two IBM 370/168 computer systems at FY 1975 prices, avoiding an 8% price increase in FY 1976; allowed maximum utilization of special rental credits toward purchase of installed equipment; and enabled purchase payments to be spread over three to five fiscal years at annual costs that are less than rental.

It is estimated that these purchases will cost the Agency \$46 million through FY 1982 (including principal, interest and maintenance) but will save the Agency \$35 million during this period compared with rental.

QUESTION: INFLATION

What effect has inflation had on the Agency's operational capabilities?

ANSWER:

With specific reference to ADP operations, inflation has not limited our operational capabilities. We have purchased a number of computer systems and components with purchase plans that spread payments over three to five fiscal years at annual costs that are less than rental. Also, these purchases have protected us, to some extent, against future purchase price and rental increases due to inflation.

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Asst. for Resources/DDA		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks: As you know, we are compiling back-up information not only for the FY 1977 Budget but also for possible use in connection with the hearings on the budget. One of the things which we are doing involves preparing answers to a set of questions which conceivably could arise in connection with our budget or Agency operations generally, answers to which might also be useful in familiarizing the new Director with some of the Agency's activities. I am attaching excerpted questions from a much longer list of questions which probably can be most appropriately answered by you or one of your offices. In some instances we have data available in the

FOLD HERE TO RETURN TO SENDER

(Over)

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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1/23/76

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budgets and from other material you provided which would enable us to develop a reasonable answer, but I for one would be more comfortable if the prose came directly from those who are most knowledgeable of the subject. As with everything else, we are working against rather tight deadlines and would like to have your responses no later than the middle of next week (i.e., 28 January--I am aware that you and others that would be involved will be at [REDACTED] on the 28th, so I guess this means answers from you by c.o.b. Tuesday.) We would like to have the questions with answers appear on separate sheets with the answers written in the first person, as in all probability the answers provided would be read by the Director in addressing one or more of our congressional committees. Answers should be as brief as practical and held to one page as a maximum.

DEY